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From: Caloggero, Dina (DPH)
Sent: Wednesday, April 27, 2011 1:15 PM
To: Holland, James (DPH); Kazianis, Arthur (DPH); Borne, Alan (DPH); O'Brien, Elisabeth (DPH)
Cc: Pandian, Guna (DPH); Dole, William (DPH); Erskine, Warren (DPH); Nassif, Julianne (DPH); Stiles, Tracy (DPH)
Subject: FW: SCHEDULED NETWORK UPGRADE AT HSLI --- STARTING THURSDAY APRIL 28, 2011

Importance: High

Please make sure after your workstations are migrated that you and your staff are able to access the SLIS STD, Media app and VP Drug Laboratory applications.

Thanks...Dina

From: DPH - ITS Notifications (DPH)
Sent: Wednesday, April 27, 2011 11:15 AM
To: DPH-DL - HSLI-All-Staff
Cc: Thibault, Mark (DPH); Lima, Robert W (DPH); DPH-DL - ADMIN-ITS-Call-Center; DPH-DL - ADMIN-ITS-Engineering; Nally, Jim (ITD)
Subject: SCHEDULED NETWORK UPGRADE AT HSLI --- STARTING THURSDAY APRIL 28, 2011
Importance: High

Starting Thursday April 28th, IT staff will begin the process of migrating pc workstations to Active Directory at the Hinton State Laboratory. This process involves visiting each workstation, having the user save anything they are working on and logoff. The IT associate will login with a pre-configured network account that will automatically migrate the workstation from the DPH domain to EHS. When this is completed the user will login and verify with the IT associate that their computer settings are correct and that they are able to access documents and applications in the same manner as before their workstation was migrated. Any issues will be addressed and resolved in timely fashion.

If an IT associate visits you at a time that is not convenient please coordinate with that person to return at a time that is more convenient to your schedule.

Time spent at each workstation will be minimal, usually between five to ten minutes.

Please note that this process is scheduled to begin tomorrow and run through next week. If you will not be in the office on any day please be sure to logout of your workstation prior to leaving work the day before.

Thank you for your cooperation.

DPH ITS Help Desk
(617) 624-5877
Desk.Help@State.MA.US